Procurement Services Information
CBOG July 11, 2013

This update is posted at: www.clemson.edu/cbo/procurement under the Announcements section on left hand side of screen.

Old Information:

New Information:

1. **Contracts/Processes Currently Being Worked On:** The following is a snapshot/update on some of the more University-wide contracts or initiatives we are currently working on:
   a. **ARAMARK Punchout for Catering:** aiming to simplify how we order and especially pay for our catering through Aramark
   b. **Gift Card Punchout:** currently we have no way for campus to purchase gift cards other than through personal reimbursements (prohibited purchase on p-card). We are testing/piloting a punchout site where you can order gift cards through buyWays and are finalizing a policy/procedure to accompany this initiative.
   c. **MPS:** To date, Ricoh has implemented MPS in the majority of admin areas and CBBS and CAFLS. The plan is to complete implementation in the remaining admin areas and Student Affairs and then complete the rollout to the colleges and PSA this Fall. Billing continues to be a challenge, but one we are working through. Continue to provide feedback on billing issues so we can correct those going forward.
   d. **WeCar for Department Use:** Clemson has a contract for WeCar, hourly car rental on campus and at CU-ICAR. Currently individuals must register and pay for rentals personally. Most hourly rentals would not be justified as business rentals, however we have been asked to consider if this program would make sense to roll out so that departments can be billed, or p-cards can be used, to participate in this program.
   e. **Enterprise Contract Renewal:** Enterprise was awarded the rental car contract again. Starting in July as you rent cars from Enterprise, look for new enhancements related to after hour pick-up/drop offs and fueling vehicles that will address some concerns raised by campus in a survey earlier this year.

2. **Promotional / Novelty Products Contract:** Clemson awarded a promotional/novelty products contract to 6 vendors last month. These vendors, along with B&N, are the preferred vendors for novelty products. It is not a requirement that you use these vendors, but you are strongly encouraged to consider them when you need to order something. They have all agreed to preferred pricing discounts and two of them (B&N and Club Colors) will be added as punchout vendors in the near term. In addition, using any of these vendors meets the procurement requirement for bidding, so you can order $10K+ of product from any of them without having to bid it out.

3. **Procurement Personnel Changes:** Procurement has had some recent changes in our team. Back in December, we hired Aubrey Miller to serve as our Spend Management Analyst. With all our spend data from p-cards and buyWays we have much data to analyze and utilize to better serve the University and individual departments by creating better contracts, negotiating better pricing and working with different areas to serve their needs better. Aubrey has begun conducting departmental spend reviews aimed to share some of this data with individual departments. In May, long time buyer Ellen Gideon retired. We will all miss Ellen and the great work she has done for the University. At the same time we are happy to announce that starting July 22nd, April Pitts will be joining our team as a new buyer. April brings a strong background and experience that we feel will be a great benefit to our organization.

4. **Paying Students (or vendors for that matter):** Be sure to double check that you are paying the right student or vendor when you are entering payments. We have had several recent issues where departments have cut checks to a student with the same name, but incorrect address. There is nothing we can put in place in the system to check for this logic. If you need to pay John Doe, be sure it is the right John Doe -- correct address, student ID, etc… Just because PSFT pulls up John Doe when you type it is, it is still your responsibility to check it is the right one.